

September 23, 2013

SUBJECT:

The Rhode Island Lottery submits this bid request for:
SIX POCKET LITERATURE (BROCHURE) HOLDERS.

Please forward sealed bids to:

Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
Attention: Gerald S. Aubin, Director
BID 13-21A
P.O. # 7592

QUANTITY:

750

**TO BE SHIPPED IN QUANTITIES TO BE DETERMINED,
AND AS REQUESTED, DURING A 12 MONTH PERIOD**

DESCRIPTION:

1/8" clear Acrylic six (6) pocket, 2 column literature holders,
3 tiers, 1 pencil pocket on each side, slant back, flat bottom

SIZE:

8 1/4" w x 12" h x 5 1/2" d – **OUTSIDE** dimensions
4" w x 4" h x 1" d – **1ST POCKET tier**
4" w x 7 3/4" h x 1" d – **2ND POCKET tier**
4" w x 9" h x 1" d – **3RD POCKET tier**
1" w x 2" h – **PENCIL POCKET** dimensions

ARTWORK:

One color - "The Lot" logo on front only; artwork to be supplied

OTHER:

Please include all set-up fees and shipping and handling charges

PROOF:

Proof to be **approved** by the Rhode Island Lottery
Upon Bid Award, pre-production **SAMPLE REQUIRED**
DELIVERY REQUIRED 30 DAYS AFTER FINAL
APPROVAL

FOB:

Rhode Island Lottery, 1425 Pontiac Avenue, Cranston, RI 02920

DELIVERY:

**ESTIMATED DELIVERY TIME OF LITERATURE
HOLDERS IS REQUIRED WITH BID PROPOSAL.**
It is the policy of the Rhode Island Lottery to accept **ONLY**
the quantity ordered.

BIDS DUE:

OCTOBER 8, 2013 by 4:00 PM

QUESTIONS:

Contact Sandi Conroy or Dan Sarro at 401-463-6500

NOTE:

**BIDS WILL NOT BE ACCEPTED UNLESS RETURN
LABEL IS USED ON ENVELOPE – DO NOT FAX**

**INTERNET
BIDDERS:**

**VENDORS WHO USE THE INTERNET TO DOWNLOAD
INFORMATION MUST INCLUDE THE BID NUMBER ON
THE ENVELOPE, SUBMITTED IN HARD COPY, BY BID
DEADLINE - DO NOT FAX**

IMPORTANT

It is the policy of the Rhode Island Lottery to accept the quantity ordered only. The vendor is responsible for overage.

The Rhode Island Lottery reserves the right not to award a Bid based solely on cost, but may award a Bid based on a combination of quality of product, services, and experience of the vendor.

All proposals are submitted at the vendor's sole risk and expense. The Rhode Island Lottery shall not be responsible for any costs or expenses incurred by a vendor in submitting a response.

All vendors must include, with their bid, confirmation that they have registered as a State vendor on the State Purchasing website – www.purchasing.ri.gov

The Rhode Island Lottery reserves the right, without liability, to reject any and all proposals at any point prior to the award of a Bid contract.

Before the Lottery makes an award to the apparent successful bidder, that bidder may be required to submit a pre-production sample within 1 week of the request. Failure to timely submit a required pre-production sample that is satisfactory to the Lottery could result in bidder not receiving the award.

Prior to the final award of a bid a successful out-of-state vendor (s) will be required to file an Application for Certificate of Authority as a Business Corporation/Foreign Business Corporation at the RI Secretary of State's website – www.sos.ri.gov and must remain a member in good standing. This will require an initial filing fee as well as yearly filing.

Upon award of bid the successful vendor must complete a W-9 form which will be supplied by the Rhode Island Lottery.

CHECKLIST

- _____ Please include pricing for a RUSH delivery
- ____X__ Bid Price to include shipping & handling costs, set-up fees, die cuts, imprint fees, and any/all charges
- ____X__ Estimated delivery time is required with bid proposal
- ____X__ Delivery REQUIRED within ____30____ days after final approval
- _____ Please provide a Sample of material WITH your sealed Bid proposal
- _____ Upon Bid Award, sample REQUIRED
- ____X__ Pre-production Sample/Proof to be approved by the Rhode Island Lottery
- _____ Epson proof of artwork REQUIRED
- _____ Please specify, if the RI Lottery chooses to accept bid, percentage of overage/underage
- _____ Bulk packaged – boxes to indicate packaged quantity
- ____X__ The Rhode Island Lottery will exercise the right to receive the stock on an as needed basis
- _____ Insurance Certificate must be submitted with Bid proposal.
- _____ Please include three (3) references with names, addresses and telephone Numbers
- ____X__ Include confirmation that vendor has registered as a State vendor at www.purchasing.ri.gov
- ____X__ Successful out-of-state vendor MUST file a Certificate of Authority at www.sos.ri.gov and provide confirmation to RI Lottery